Video Pre-recording Instructions

IMPORTANT MATTER

1. MP4 file must be less than 100 MB. Highly recommended for video recording using "Zoom."
2. Be sure to self-check the duration and contents of the video file before uploading.
3. Submit file by Nov.12 (Fri.), 2021. Strict deadline. Unreplaceable of file after Nov. 12, 2021.

Contents:

1. Introduction

The IDW '21 will be held using "Zoom" webinar platform. Please refer to common articles about Zoom found on internet. Zoom has the ability to generate a compact sized MP4 file while maintaining a clear presentation slides and even displaying the presenter's face if you prefer to do so. The followings are the instructions on how to make your presentation video file with MP4 format.
Please note the renewal on the presentation style; "Poster presentation in IDW '20" is revamped into a "Lightning Talk", "Author Interview" is revamped into an "extended live Q&A," and "Innovative Demonstration Session (I-DEMO in IDW '19)" is renovated into "Enhanced Discussion", respectively.

Presentation Style	Recording Time	Live Q&A (without Zoom screen share)	Text Q&A using 'Comment column' in program web page	Extended Live Q&A (with using Zoom screen share)	Enhanced Discussion
Oral	15 min.	5 min.	optional	20 min.	optional
Lightning Talk	5 min.	N/A	mandatory	N/A	optional

2. General Information for video pre-recording

- **Deadline:**
  "Pre-recorded video file (MP4 format)" should be submitted by **November 12, 2021 at 23:59 (UTC-10)**.

- **Duration of video:**
  Note that the duration of the Q&A section is ***not*** included in the video recording time. The table below is a *typical example* of presentation time. Please confirm the correct presentation time indicated in Advance Program available online in the middle of September.

Type of speaker	Total length of Presentation time	Duration of video time	Duration of Q&A	Notes
Oral presentation	20 min.	15 min.	5 min. on live	Immediately after the allotted session, *Extended Live Q&A* will be held.
Late News Oral	15 min.	12 min.	3 min. on live	
Lightning Talk	5 min.	5 min.	Core Time 120 min. with using 'Comment column' in program web page	

✧ The above is a typical example, and the setting of the actual presentation time differs for each WS.

- **File format and size limit:**
MP4 format less than 100MB.

In the case that the video is prepared by the other methods, the vertical screen resolution should be 720 or higher with keeping the maximum file size.

3. Prerecording Tool "Zoom"
IDW '21 strongly recommends Zoom as a self-recording tool.

- Tips:
For recording using Zoom, it is a good idea to prepare a PowerPoint file whose slides include embedded audio and timing. However, do not use the export option of PowerPoint to make MP4 files, because the file size becomes too large to upload.

Please note that video embedded in PowerPoint may not play smoothly due to limitation of Zoom Webinar platform.

4. How to make "Pre-recorded video file" by Zoom
Pre-recording can be done by following 3 steps:
Step 1: Set Zoom Settings
Step 2: Record Presentation
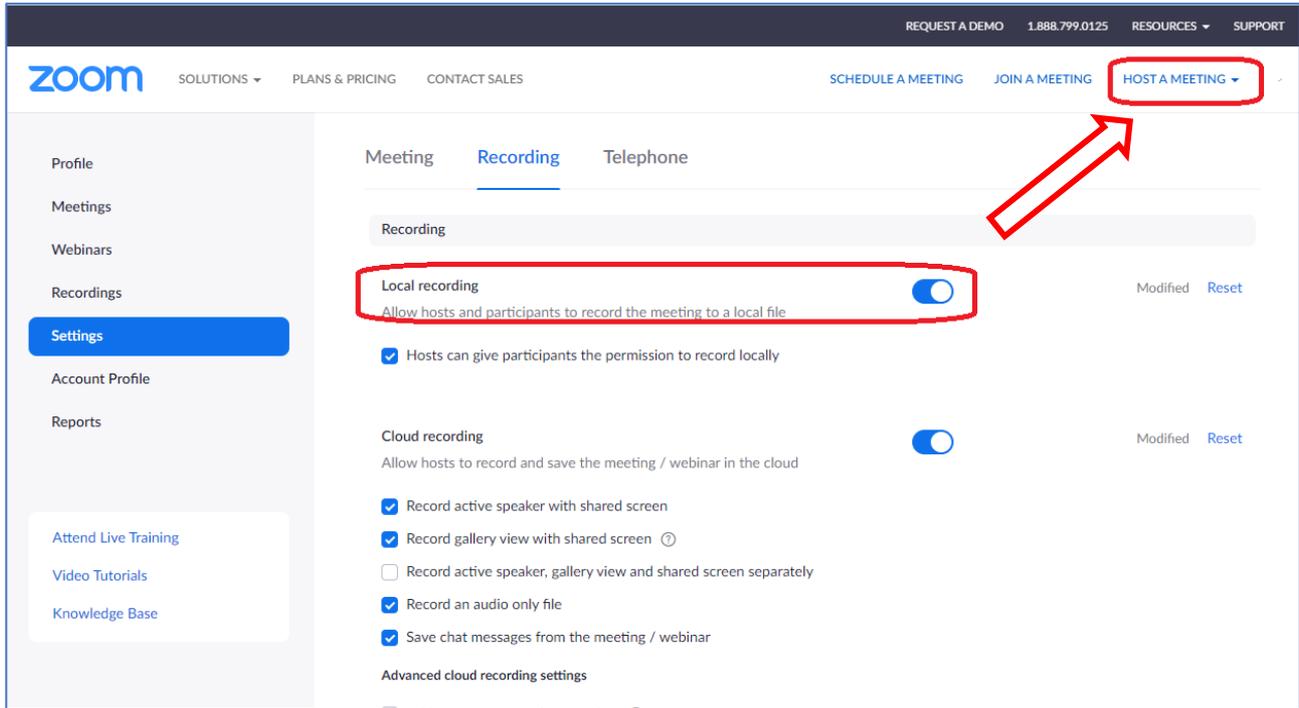Step 3: Confirm Pre-recorded Video

4.1. Set Zoom Settings
Open Zoom. In your profile, click "Settings."

Then, click "Recording."

Be sure that "Local Recordings" is on.

At the upper right corner, it will say "**HOST A MEETING**". By moving the mouse cursor, you will find "With Video On," click this. Soon you will see this text on the browser: "When system dialog prompts, click Open Zoom Meetings."
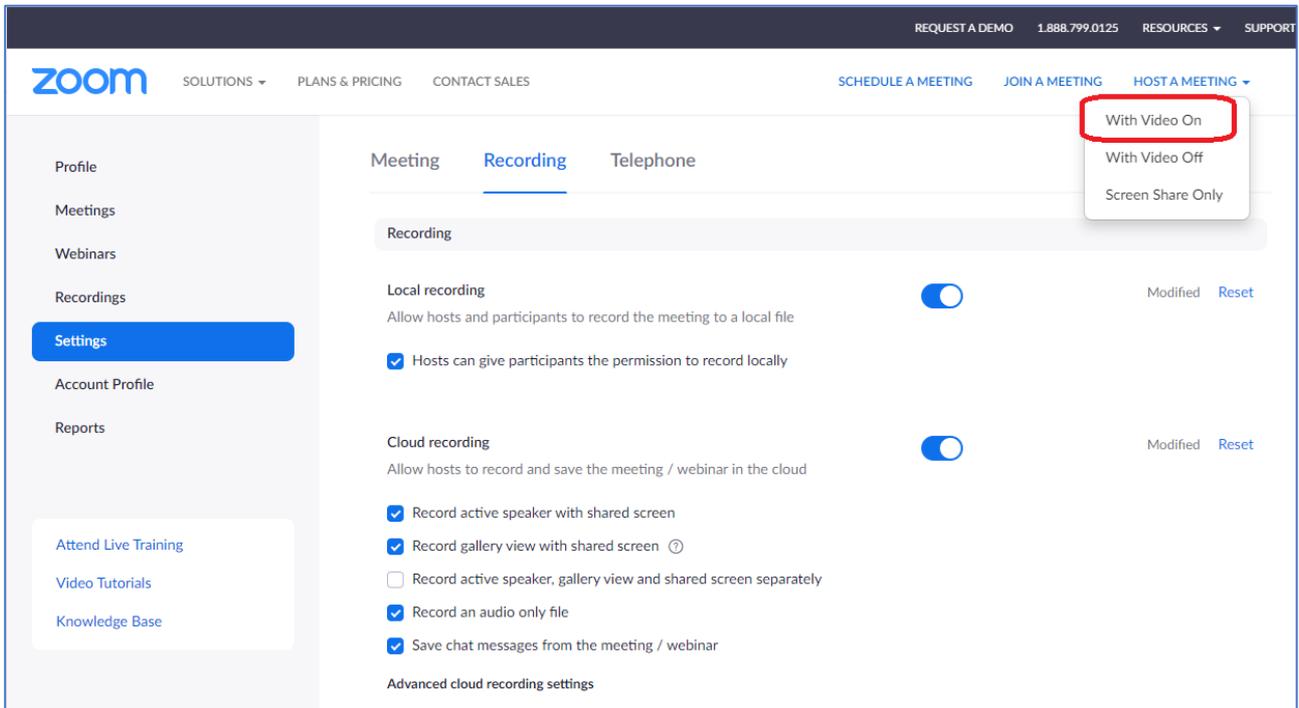
4.2. Record Presentation

(1) Be sure that your audio microphone is active (see bottom left corner). The video of the presenter can be displayed when the video is active (optional). The size of the presenter's video taken by webcam will be 224x126 pixels in the upper right corner.
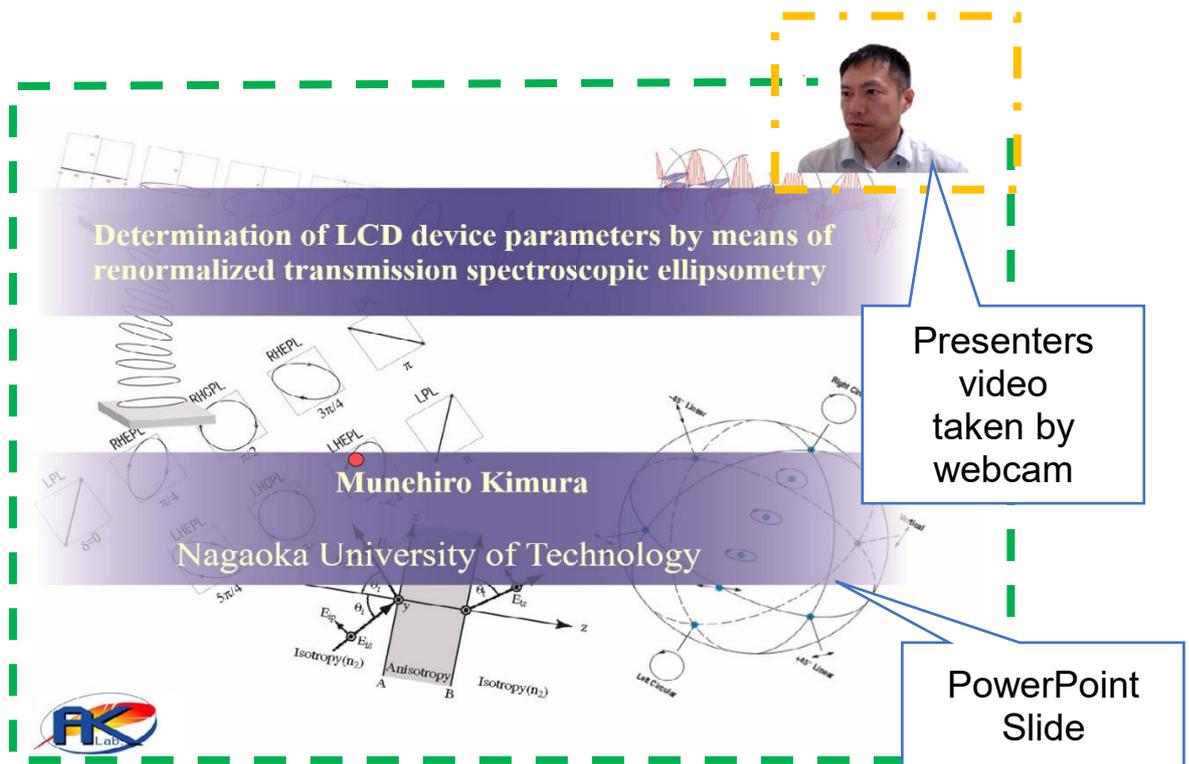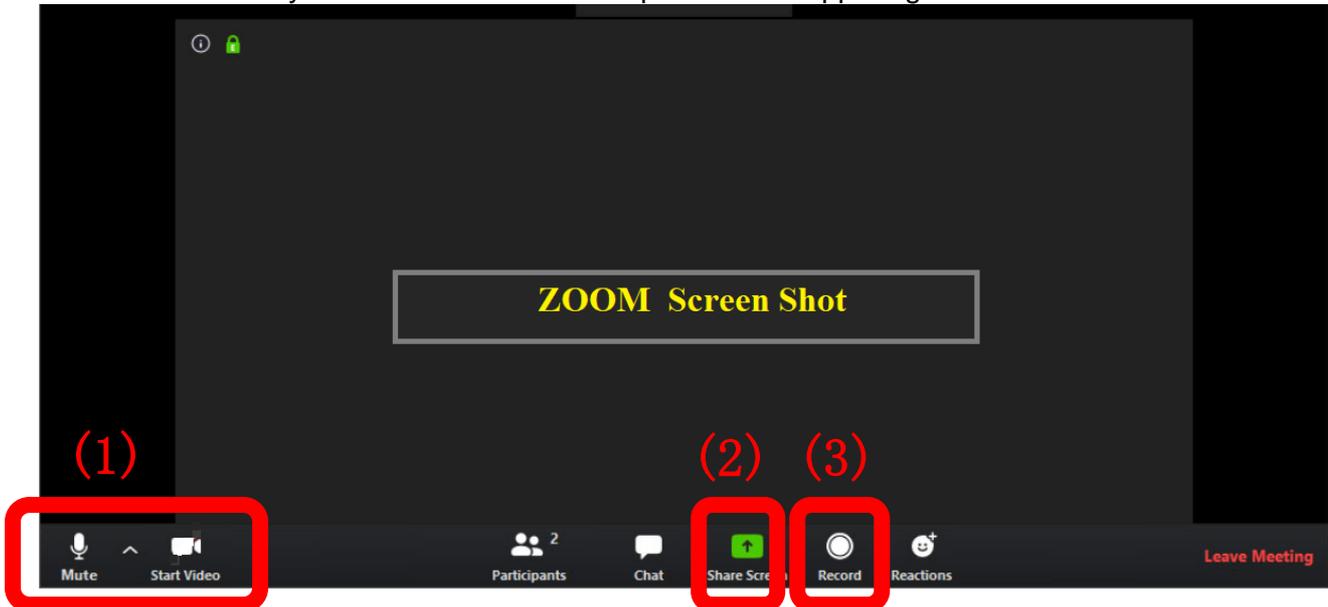
(2) Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
Familiarize yourself with PowerPoint tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording.

(3) Press "Record" button. Select "Share Screen" and begin your presentation. As a reminder, the presenter has to record about and within the "duration of video time." Please note: if your video is too long, the operator may stop your video in midway in order to keep the session on schedule.

4.3. Confirm Pre-Recorded Video

Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting--which will stop the recording. It will begin to convert your video to your local system into three files: .m4a, .m3u and .mp4 file. Only the .mp4 is required to be saved as a "pre-recorded video file." Please verify the following issues:

- Are the slides and audio clear?
- Is the presentation time appropriate? (It should not be too long or too short.)
- Is the presenter's face displayed in the upper right of the video (optional)?
- Is the file size below the limit (<100MB)?

5. Upload pre-recorded video file to server

Please upload video file only **".mp4 file"** via IDW website (https://www.idw.or.jp/authinfo.html) before the submission **deadline (November 12, 2021).**

Please contact the IDW Secretariat. (mailto:idw-prog@idw.or.jp) if you have questions.